

ER 4-4068

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Request for Change in OCD Table of Organization

REFERENCE: (Attached as Tabs)

- Tab 1 - Memoranda to the DD/A from the Executive/Collection and Dissemination, dated 22 June 1953 and 24 July 1953, respectively.
- Tab 2 - Concurrence by the Assistant Management Officer, DD/I Area, dated 24 July 1953.

1. Tab 1 sets forth the Office of Collection and Dissemination proposal for a revised T/O for the Industrial Register Division as follows:

a. Abolish the Support Branch as presently established.

b. In lieu of the position of Chief, Support Branch, GS-13, establish a Clerk Typist, GS-4 position in the Far

[REDACTED]

[REDACTED]

[REDACTED]

e. In lieu of the Secretary (Typing), GS-5 position in the Office of the Chief, Support Branch, establish a similar position in the Reference-Control Section.

2. Tab 2 is concurrence from the Assistant Management Officer, DD/I Area, stating that abolishment of the Support Branch as a separate entity and transfer of the Sections as proposed

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should result in improved operations. As outlined in Tab 2, the function carried out by the Reference-Control Section, receiving CIA and IAC requestors seeking information available in the Industrial Register and directing them to appropriate substantive branches for service, can logically be located organizationally in the Office of the Chief, Industrial Register Division. Similarly the Classification Section's transfer to the [ ] at this time is justified in terms of the priorities established for the classification and coding of USSR industrial information and the need for substantive guidance of the classification function by personnel of the existing [ ]

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3. No changes in the Industrial Register Division or the OCD T/O or ceiling strength are involved in the proposal, nor are there any space, supply or budgetary considerations. The several classification changes involve the establishment of lower graded positions than the positions being abolished.

4. Based on the considerations outlined, it is recommended that the reorganization of the Industrial Register Division be approved as summarized in paragraph 1.

GEORGE E. MELOON  
Personnel Director

2 Attachments  
As stated

Action by Approving Authority

Date 6 Aug 53  
T/O & Ceiling Approved,  
~~exceptions, if any~~

151 R. K. White  
Acting Deputy Director  
(Administration)

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OP/CWD/[ ]:elc (30 July 1953)

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# MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

*missing 2 attachment top 1, 2*